

Part-time Faculty Professional Development Fund Request 09-10

In accordance with the labor agreement between Syracuse University and Adjuncts United, a professional development fund has been established for part-time instructors. **Post probation bargaining unit members are eligible to apply for funds.**¹

The sole purpose of the fund is to provide resources for the individual professional development needs of part-time instructors that are directly related to their academic responsibilities at the University (See agreement between Syracuse University and Adjuncts United, Article XII).

Please complete your Fund Request for expenses you incurred or plan to incur between July 1, 2009 and June 30, 2010 for reimbursement of expenses **up to an award limit of \$500.**²

Fall Requests—Submit requests for professional development activities between **July 1, 2009 and December 15, 2009 no later than November 2.**

Spring Requests—Submit requests for professional development activities between **December 16, 2009 and June 30, 2010 no later than April 2.**

Funding requests need to be signed by department chairs to verify that the activity or expenses are relevant to professional development in their academic area of specialty. The Union's Executive Committee will make final approvals based on objective criteria. Funds are limited, and all requests may not be approved.

Please retain a copy of this form for your records. Please fill in all required information so as to not delay processing or timely notification.

Submit requests to:
Adjuncts United- Jeanette Jeneault
HBC 207

Name:

SU ID:

Preferred Email:

Phone Number:

Campus Address:

Department:

School/College:

Semester/year of last PDF award:

I request funds at this time for (be specific about what you propose to do, the location, dates, etc.):

Rationale—How will this activity enhance your professional development relative to your academic responsibilities at Syracuse University?

Estimated/actual total cost of activity:

Signature_____

Date_____

Recommendations:

Department Chair (print)_____

Department Chair (signature)_____

Date_____

Comments (optional):

1 See definition in the labor agreement under Faculty Appointments. Excluded are part-time instructors teaching more than 24 credit hours during the academic year (excluding summer).

2 Award limits may vary due to the annual budgeted amount, number of applicants, and actual incurred expenses.